

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

April 2, 2007 - 7:30 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN ROSS

PLEDGE OF ALLEGIANCE

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of March 5, 2007 (Page 2 of 33)
 - Regular Council Meeting of March 15, 2007 (Page 9 of 33)
2. A-NPDC Request for Funds on Broad Band (Barbara Schwenk) (Page 12 of 33)
3. Recreation & Convention Center Authority Report (Councilwoman Conklin)
 - Meeting Minutes of January 15, 2007 (Page 14 of 33)
4. Recreation & Community Enhancement Committee Report (Vice Mayor Speidel)
 - Meeting Minutes of March 8, 2007 (Page 16 of 33)
5. The Public Works Committee Report of March 2, 2007 (Councilman Wolffe) (Page 18 of 33)
6. The Harbor Committee Report of March 14, 2007 (Councilman Howard)
The following action by the Committee occurred and will need to be acted upon: (Page 20 of 33)
 - Item 2, Leasing Challenges
7. The Budget & Personnel Committee Report of March 20, 2007 (Councilwoman Conklin)
The following action by the Committee occurred and will need to be acted upon: (Page 23 of 33)
 - Request for Additional Staffing of Emergency Medical Personnel.
 - Consider New Position Description for the Public Works Department
 - Consider New Position Description for the Police Department
8. Deed of Vacations, Applicant Gene Wayne Taylor (Page 29 of 33)
9. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)

ADJOURN:

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**MINUTES OF THE MARCH 5, 2007
CHINCOTEAGUE TOWN COUNCIL MEETING**

Council Members Present:

John H. Tarr, Mayor
Anita Speidel, Vice Mayor
Nancy B. Conklin, Councilwoman
Terry Howard, Councilman
Ellen W. Richardson, Councilwoman
E. David Ross, Councilman
Glenn B. Wolffe, Councilman

Call to Order

Mayor Tarr called the meeting to order at 7:30 p.m.

Invocation

Councilman Ross offered the invocation.

Pledge of Allegiance

Mayor Tarr led the Pledge of Allegiance.

Open Forum/Public Participation.

- Mr. Bob Behr of the Chincoteague Cultural Alliance presented Council with the Delmarva Quarterly Magazine which highlights the upcoming spring Art Strolls on the Island. He described the Local Government Challenge Grant which encourages local government to support the arts. Mr. Behr further explained that there is a one-to-one match requirement in the amount of \$5,000 and that the Alliance will draft a grant proposal and return to Council for consideration. He requested that the draft grant proposal be placed on the March 15 agenda since the grant must be submitted by April 2. It was the general consensus of Council to place the matter on the March 15 agenda.
- Mr. Mike Myers stated that he was opposed to the additional \$3 beach parking fee. He asked if Council had made a decision regarding the fee. Mayor Tarr explained that they would be attending a presentation at the Refuge and a meeting in Washington regarding the matter.
- Mr. Willis Dize, President of the Chincoteague Volunteer Fire Company, requested that two additional Emergency Medical Services positions be included in the Fiscal Year 2008 budget. He explained that volunteer responses have declined and that neighboring communities have had to answer calls on the Island. Mr. Dize further explained that the two proposed added positions will not take the place of the volunteers, but compliment the volunteers and enhance the ambulance service on the Island.

Agenda Additions/Deletions and Adoption

Mayor Tarr requested that agenda item number two be deleted as Mr. C. Ray Daisey could not attend the meeting. Councilman Wolffe motioned, seconded by Councilwoman Conklin, to adopt the agenda as amended. The motion was unanimously approved.

1. Approval of the Minutes of the February 5, 2007 Council Meeting.

Councilwoman Richardson stated that in the Agenda Additions/Deletions and Adoption section of the minutes, *Councilman Ross*, not Councilman Howard, recommended that anyone interested in filling committee positions should submit a letter of introduction and intent to Council. Councilman Wolffe motioned, seconded by Councilwoman Conklin, to approve the minutes as amended. The motion was unanimously approved.

2. Recreation and Convention Center Authority Report.

Councilwoman Conklin reported on the January 15, 2007 meeting. Councilman Howard motioned, seconded by Councilwoman Richardson, to approve the minutes as presented. The motion was unanimously approved.

3. Safety and Transportation Committee Report.

Mayor Tarr reported on the February 1, 2007 meeting. He also announced that the Town will be participating in a tabletop Emergency Operations exercise at the Community Center on March 14. Councilwoman Conklin motioned, seconded by Vice Mayor Speidel, to approve the minutes as presented. The motion was unanimously approved.

4. Recreation and Community Enhancement Committee Report.

Vice Mayor Speidel reported on the February 8, 2007 meeting. Councilwoman Richardson motioned, seconded by Councilwoman Conklin, to approve the minutes as presented. The motion was unanimously approved.

5. Public Works Committee Report.

Councilman Wolffe reported on the February 2, 2007 meeting. Vice Mayor Speidel motioned, seconded by Councilman Howard, to approve the minutes as presented. The motion was unanimously approved.

6. Budget and Personnel Committee Report.

Councilwoman Conklin reported on the February 20, 2007 meeting. Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to approve the minutes as presented. The motion was unanimously approved.

- Change in Employee Handbook (Vacation Benefits) – Councilwoman Conklin explained that there are currently five employees that will lose annual leave hours because they exceeded the 240 hours that are allowed to be retained. She added that the Committee recommended that the following amendment to Section 302 of the Employee Handbook, Vacation Benefits be made: *Vacation time in excess of 240 hours shall be paid at the rate the employee is currently compensated if the Town Manager believes it could not be avoided; if not, vacation time will be lost if not taken by December 31 of each year. To be made retroactive as of December of 2006.* Councilman Wolffe motioned, seconded by Councilman Howard, to adopt the amendment to Section 302 of

the Employee Handbook, Vacation Benefits as stated above. The motion was unanimously approved.

7. *Water Storage Tank Award of Bid.*

Public Works Director Cosby explained that bids were received for the roof repair project for the ground level water storage tank. He further explained that the lowest bid was received from Utility Service Company in the amount of \$241,000. Public Works Director Cosby stated that the project could be financed by borrowing \$240,000 from the General Fund with a repayment rate of \$10,000 per month beginning July 1, 2007.

Councilman Wolffe motioned, seconded by Councilwoman Conklin, to award Utility Service Company the roof repair project [number 1-WST-07] for the ground level water storage tank in the amount of \$241,000, and for the Water Fund to borrow \$240,000 from the General Fund to be paid back in \$10,000 monthly installments beginning July 1, 2007. The motion was unanimously approved.

8. *Planning Commission Vacancy Nomination.*

Mayor Tarr explained that due to Mr. C. Ray Daisey's resignation from the Commission, his unexpired term is vacant. Mayor Tarr opened the floor for nominations to fill the term that expires December 31, 2008.

Councilman Howard nominated Mr. Chuck Ward.

Councilman Wolffe nominated Mr. Tripp Muth.

Vice Mayor Speidel nominated Mr. Gene Wayne Taylor.

Councilman Ross nominated Mrs. Traynor.

Mayor Tarr closed the nominations.

Voting in favor of Mr. Chuck Ward were Conklin, Howard, Richardson and Ross. Voting against Mr. Ward were Speidel and Wolffe. Mayor Tarr welcomed Mr. Ward to the Planning Commission.

9. *Bids for the Dock Lease at the Robert Reed Downtown Waterfront Park.*

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to award the Dock Lease at the Robert Reed Downtown Waterfront Park to Chincoteague Fisheries in the amount of \$12,430.62 for the period of March 6, 2007 through February 29, 2008 and to execute the following lease agreement. The motion was unanimously approved.

THIS AGREEMENT OF LEASE, made this 6th day of March, 2007, by and between **THE TOWN OF CHINCOTEAGUE, INCORPORATED**, Lessor, party of the first part; Chincoteague Fisheries, Inc., Lessee, party of the second part; and Wesley McDonald, Guarantor, party of the third part (if the Lessee is an entity other than an individual).

WITNESSETH: That the said Lessor, for and in consideration of the mutual covenants hereinafter mentioned and be kept and performed by Lessee, do hereby demise

and lease to Lessee the hereinafter described real estate, subject to the terms and conditions herein contained.

DESCRIPTION OF REAL ESTATE

168' waterfront mooring frontage portion of Parcel 30A5-14-1, 4 and 30A5-A-472, 473, 474, 475 with the mooring frontage extending in a southwesterly direction from adjacent Parcel A on Chincoteague Island, Virginia. Described area does not include adjacent walkways, parking lot, or park area.

TERMS

The term of this Lease is for a period beginning on March 6, 2007, and terminating on February 29, 2008, without notice, and shall not automatically renew for any successive term.

RENT

The total rent for said term shall be **Twelve Thousand Four Hundred Thirty Dollars and Sixty Two Cents (\$12,430.62)**, said rental to be paid in one installment of **Eight Hundred Eighty Dollars and Sixty Two Cents (880.62)** on March 6, 2007 followed by eleven (11) consecutive monthly installments of **One Thousand Fifty Dollars (\$1,050)** each, in advance, without demand, beginning on April 1, 2007, and payable to Lessor at 6150 Community Drive, Chincoteague Island, Virginia 23336. Lessee will pay a late charge of \$100.00 per month for any rental payment made after the 20th day of the month.

USE OF MOORING

Said mooring frontage shall be used solely as mooring space for boats as authorized herein, and Lessee shall restrict the use for such purposes and shall not use or permit the use of property for any other purposes without the express written consent of Lessor. Lessee is responsible for all boats using the frontage and shall police the area as necessary to ensure at all times that boats mooring on the property are so authorized by Lessee.

All vehicles operated or utilized by Lessee, its agents and employees, or operated or utilized by any other person while on any boat utilizing said frontage shall be parked in such public parking areas of the Town as may be designated by the Town Manager from time to time.

REPAIRS AND MAINTENANCE

Lessee shall maintain the herein demised premises in a clean, orderly and safe condition and deliver up the premises at the expiration or termination of this Lease in as good condition as received. Further Lessee, its agents and employees shall not place, throw, or dump any trash, debris, or other substance into the waters adjacent to the demised premises, and Lessee shall take all reasonable steps to prohibit such acts by occupants of other boats moored to or utilizing said frontage. Failure of Lessee to maintain the property, including the area in Chincoteague Channel adjacent thereto, in a clean, orderly, and/or safe condition shall constitute a default by Lessee. Lessor and Lessee shall make a joint inspection of said demised premises at the inception of this Lease with a memorandum prepared and initialed by Lessor and Lessee detailing the condition of said premises. At the termination of said Lease, Lessor and Lessee shall,

within five (5) days thereof, make a further joint inspection to determine the condition of said premises.

DAMAGE TO PROPERTY

Lessee is solely responsible for all damages to the demised property caused by its operations, inclusive of, but not limited to, broken dolphins, moorings or piles; punctured, distorted or otherwise damaged bulkhead or component parts; and any damage to adjacent boardwalks, parking, sidewalks, or park areas, and to Chincoteague Channel. The Lessee shall cause such repairs to be timely made and the failure to make timely repairs shall constitute a default by Lessee.

EXCESSIVE NOISE AND ABUSIVE OR OBSCENE LANGUAGE

While on said demised premises, on boats moored thereto or while in the act of mooring, embarking or disembarking, Lessee, its agents and employees shall refrain from making any loud and disturbing noises not reasonably necessary for utilizing said demised premises, and further shall not use any abusive and/or obscene language that reasonably disturbs the peace and tranquility of others on or near said demised premises; and Lessee shall take all reasonable steps to prohibit such acts by occupants of other boats moored to or utilizing said frontage.

ASSIGNMENT, SUBLEASE, OR LICENSE

Lessee shall not assign or sublease the premises or any right or privilege connected therewith. Any unauthorized assignment, sublease or license to occupy shall be void and shall terminate this Lease at the option of the Lessor. The interest of Lessee in this Lease is not assignable by operation of law without the written consent of the Lessor.

HOLD-OVER AND DEFAULT

At the termination of this Lease, by lapse of time or otherwise, Lessee agrees to yield up immediately possession to said Lessor, and failing so to do, to pay as liquidated damages, for the whole time such possession is withheld, the sum of One Hundred Dollars (\$100.00) per day, but the provision of this clause shall not be held as a waiver by said Lessor of any right of re-entry nor shall the receipt of said rent or any part thereof operate as a waiver of the right for forfeit said Lease and the term hereby granted for a period still unexpired, nor for any breach of any of the covenants herein.

It is expressly agreed between the parties hereto, that if default be made in the payment of the rent above reserved, or any part thereof, or any of the covenants and agreements herein contained, to be kept by Lessee, it shall be lawful for Lessor, or their successors or assigns, at any time thereafter, at the election of said Lessor, or their successors or assigns, without notice to declare said term ended, and to re-enter said demised premises, or any parts thereof, either with or without process of law, and said Lessee, or any person or persons occupying the same, to expel, remove and put out, using such force as may be necessary so to do, and the said premises again to repossess and enjoy, as before this demise, without prejudice to any remedies which might otherwise be used for arrears of rent or preceding breach of covenants, and said Lessee further covenants and agrees, that Lessor, or their successors or assigns, shall have, at all times, the right to distrain for rent due, and shall have a valid lien upon all property of said

Lessees, whether exempt by law or not, as security for the payment of the rent herein reserved.

ALTERATIONS AND IMPROVEMENTS

Lessee will not do or permit any alterations of or upon any part of said demised premises except by written consent of Lessor, and all alterations and improvements to said premises shall remain for the benefit of Lessor unless as otherwise provided in said consent as aforesaid. Lessee may not install signs or any form of advertising or berthing designation.

INDEMNIFICATION

Lessee agrees to indemnify and hold Lessor harmless for any and all claims, suits, actions, or damages, without limitation, against or incurred by the Town arising from the Lessee's operations at the demised premises, specifically including, but not limited to, any petroleum spills or the release of any other hazardous substance either on the demised premises, adjacent Town property, or into Chincoteague Channel.

COSTS OF ENFORCEMENT

Lessee further covenants and agrees to pay and discharge all reasonable costs, attorney's fees, and expenses that shall be made and incurred by Lessor in enforcing the covenants and agreements of this Lease; and all the parties of this Lease agree that the covenants and agreements herein contained shall be binding upon, apply and inure to their respective successors and assigns.

NOTICES

All notices or demands of any kind Lessor may be required or may desire to serve on Lessee under the terms of this Lease may be served on Lessees (as an alternative to personal service) by leaving a copy of such demand or notice with the Lessee, or by mailing a copy thereof by registered or certified mail, postage prepaid, addressed to Lessee at the premises address, or at such other address or addresses as may from time to time be designated by Lessee in writing to Lessor. Service shall be deemed complete at the time of leaving such notice as aforesaid or within five (5) days of the mailing of same. All notices and demands from Lessee to Lessor may be similarly served on Lessor at 6150 Community Drive, Chincoteague Island, Virginia 23336, or at any such other address as Lessor may from time to time designate in writing to Lessee.

GUARANTY

Guarantor, for and in consideration of the sum of One Dollar (\$1.00), cash in hand to him paid, the receipt and sufficiency of which is acknowledged, does hereby unconditionally guarantee the performance of Lessee's covenants and obligations under this Lease.

10. Mayor and Council Announcements or Comments.

- Councilwoman Conklin announced that the Budget and Personnel Committee meeting scheduled for March 20 will be held at 5:00 pm due to the Chincoteague Combined School Rededication at 6:30 pm.
- Councilman Howard announced that the Harbor Committee will meet on March 14 at 7:30 pm. He also requested that the Town consider making a donation to the Cemetery

Cleanup Fund and asked that the matter be reviewed by the Budget and Personnel Committee.

- Councilwoman Richardson reported on the Accomack Manor housing project located on Route 13 near Parksley.
- Town Attorney Poulson stated that Judge Tyler advised that he will reappoint Mr. Cherrix to the Board of Zoning Appeals. Town Attorney Poulson advised that Judge Tyler ordered that reimbursement be made to the Town from a Police Officer that did not repay his training cost. He also advised that the Island Library has a different name than the one that was recorded on the deed of gift of property, so he was having the deed of gift re-recorded.
- Town Manager Ritter explained that the deadline for comments to the Refuge regarding the \$3 parking fee is March 14.
- Councilman Wolffe motioned, seconded by Councilman Howard, to amend the agenda to include the discussion of allowing Mayor Tarr to draft a letter of Council's comments regarding the proposed parking fees on Assateague.

Ayes – Conklin, Howard, Richardson, Ross, Wolffe

Nays – Ross, due to trying to change the agenda after what he felt was the appropriate time to make changes to the agenda.

Absent – None

The motion did not carry because there was not a unanimous vote of Council, which, according to Dill's Rule, is required to add an item to the agenda for discussion at this time during the meeting.

- Mayor Tarr requested that the Recreation and Community Enhancement sponsor a Community Cleanup Week as has been done in the past. He also asked that the Committee research ways to enhance the community by identifying areas that need aesthetic improvement.

Adjournment of Meeting

Mayor Tarr announced that the next meeting will be on March 15, 2007 at 7:30 pm. Councilman Howard motioned, seconded by Councilwoman Conklin, to adjourn the meeting. The motion was unanimously approved.

Mayor

Town Manager

**MINUTES OF THE MARCH 15, 2007
CHINCOTEAGUE TOWN COUNCIL MEETING**

Council Members Present:

John H. Tarr, Mayor
Anita Speidel, Vice Mayor
Nancy B. Conklin, Councilwoman
Terry Howard, Councilman
Ellen W. Richardson, Councilwoman
Glenn B. Wolfe, Councilman

Council Members Absent:

E. David Ross, Councilman

Call to Order

Mayor Tarr called the meeting to order at 7:30 p.m.

Invocation

Councilman Howard offered the invocation.

Pledge of Allegiance

Mayor Tarr led the Pledge of Allegiance.

Open Forum/Public Participation

- Mrs. Donna Mason commented on the proposed additional parking fee at Assateague.
- Mr. Mel Olsen stated that he worked at Assateague for 32 years and that he would like to see a committee established regarding the proposed fees. He offered his time and assistance with the matter and also asked to be a member of the committee if one is established.
- Town Manager Ritter introduced Mr. Jared Anderson, the Town Planner, to the staff. Mayor Tarr and Council welcomed Mr. Anderson.

Agenda Additions/Deletions and Adoption

Councilwoman Conklin motioned, seconded by Councilman Howard, to adopt the agenda as presented. The motion was unanimously approved.

1. Certificate of Recognition – C. Ray Daisey.

Mayor Tarr stated that Mr. Daisey could not be present to receive the following Certificate of Recognition for his service on the Planning Commission. Mayor Tarr read the Certificate of Recognition into the minutes and stated that he would present it to Mr. Daisey in person.

CERTIFICATE OF RECOGNITION

WHEREAS, *C. Ray Daisey began serving the Town of Chincoteague as a member of the Town's Planning Commission on January 3, 2005.*

WHEREAS, *C. Ray Daisey served with gentle sincerity and a commitment to assure that a high quality of life would be preserved for the residents during a period of rapid growth, which has contributed greatly to the betterment of the Town and its residents.*

NOW, THEREFORE, BE IT RESOLVED *that the Mayor and Council recognize that C. Ray Daisey will be sorely missed and express their sincere appreciation to him and his family for his dedicated years of service and personal sacrifices made on behalf of the Town of Chincoteague.*

BE IT FURTHER RESOLVED *that the Mayor and Council wish C. Ray Daisey and his family success in all future endeavors and direct the Town Manager to make this resolution a part of the permanent records of the Town of Chincoteague as a lasting symbol of appreciation and gratitude to C. Ray Daisey.*

WHEREAS, it is deemed an honor and a privilege to present this

Certificate of Recognition to

MR. C. RAY DAISEY

on this 5th day of March, 2007

John H. Tarr, Mayor

Anita Speidel, Vice Mayor

2. *Virginia Commission for the Arts Grant.*

Mr. Bob Behr, President of the Chincoteague Cultural Alliance, presented the draft of the proposed Local Government Challenge Grant for Council's consideration. He explained that the grant is a one-to-one matching grant of which the Town would be responsible for a \$5,000 contribution.

Councilman Wolffe motioned, seconded by Councilwoman Conklin, to contribute \$5,000 to the Virginia Commission for the Arts Local Government Challenge Grant in order to support and promote growth in the arts, contingent upon approval of these funds in the FY 2008 budget. The motion was unanimously approved.

3. *Comment Letter Regarding the Park Entrance Fee.*

Mayor Tarr stated that the National Park Service (NPS) has extended the comment period to the close of business day on Friday, March 16. He stated that the Park Deputy wants the Town to oppose a separate entrance fee and *not* to support his original proposal for a separate \$3 fee as was advertised. Mayor Tarr listed several other stipulations that he thought Council should support and include in the Town's comment letter if the NPS enacts an additional parking fee: 1) the additional fee be collected at the current fee booths by the U.S. Fish and Wildlife Service, 2) the additional monies collected be used strictly to maintain parking areas and roads on the Virginia end of Assateague, 3) a proactive program for the protection of the parking and roads by the NPS, and 4) a long-term plan for a more sustainable parking area such as the north side of the parking area.

Councilman Howard motioned, seconded by Councilwoman Richardson, to send a comment letter to the National Park Service including the items mentioned above by Mayor Tarr. The motion was unanimously approved.

4. *Mayor and Council Announcements or Concerns.*

- Councilman Wolffe asked if a community-based committee would be established to consider matters that arise with the NPS such as the current matter with beach parking and additional fees.
- Vice Mayor Speidel announced that the Budget and Personnel Committee will meet at 5:00 pm on March 20 and that the Recreation and Community Enhancement Committee will meet on Saturday, March 17 at 10:00 am across from the Island Nature Trail.
- Councilwoman Richardson mentioned that the Scenic Virginia By-ways might be a good idea to incorporate into the bicycle plan.
- Town Manager Ritter announced that the Ordinance Committee will meet on March 28 at 5:30 pm.
- Mayor Tarr commented on the Emergency Operations tabletop exercise recently held in Chincoteague that simulated the effects of a category three hurricane hitting the Island.

Adjournment of Meeting

Mayor Tarr announced that the next meeting will be on April 2, 2007 at 7:30 pm. Councilwoman Conklin motioned, seconded by Councilman Howard, to adjourn the meeting. The motion was unanimously approved.

Mayor

Town Manager



A-NPDC

ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION
P.O. BOX 417 • 23372 FRONT STREET • ACCOMACK, VIRGINIA 23301
(757) 787-2936 • TOLL FREE (866) 787-3001 • FAX: (757) 787-4221
EMAIL: anpdc@a-npdc.org • WEBSITE: www.a-npdc.org

January 25, 2007

MEMBERS

Gregory L. Duncan
Chairman

Andrew R. Barbour
Vice Chairman

Roland P. Bailey
Donald L. Hart, Jr.
Rev. Charles J. Kellam
C. Reneta Major
Sandra Hart Mears
Thomas E. Rienerth
Richard B. Tankard
John H. Tarr
Wanda J. Thornton
Gwendolyn F. Turner
Jeffrey K. Walker

COUNTIES

Accomack
Northampton

TOWNS

Accomack
Belle Haven
Bloxxom
Cape Charles
Cheriton
Chincoteague
Eastville
Exmore
Hallwood
Keller
Melfa
Nassawadox
Onancock
Onley
Painter
Parksley
Saxis
Tangier
Wachapreague

EXECUTIVE DIRECTOR

Paul F. Berge, AICP

Mr. Steven B. Miner
Accomack County Administrator
P. O. Box 388
Accomack, VA 23301

Mr. Robert Ritter
Town Manager
Town of Chincoteague
Chincoteague, VA 23336

Mr. Guy Lawson, Mayor
Town of Exmore
P. O. Box 647
Exmore, VA 23350

March 15, 2007

cc: Ms. Katie Nunez
Northampton County Administrator
P. O. Box 66
Eastville, VA 23347

Dear Mr. Miner, Mr. Ritter, and Mr. Lawson:

Three Eastern Shore localities have been granted CDBG Planning Grants in the amount of \$25,000 each from the Virginia Department of Housing and Community Development to develop a Community Telecommunications Plan in preparation for construction and launch of high-speed Internet access to the "last mile." For the past several months, A-NPDC staff has been assisting the County of Accomack and the Towns of Chincoteague and Exmore with the necessary steps for selecting a consultant to develop a Plan for each community, collecting data to build the plan, and developing a survey for the community.

To date, the A-NPDC has expended \$16,121 in staff time for these activities. To help offset the administrative cost, a total of \$8,000 in administrative funds is available (\$7,500 from DHCD for the three planning grants and \$500 from local donations) leaving a current deficit of \$8,121. In addition, the A-NPDC estimates that it will cost an additional \$18,085 in staff time to continue to administer the planning grants, resulting in a projected total deficit of \$26,206 (total costs of \$34,206 less \$8,000).



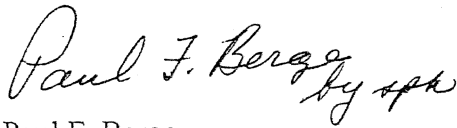
January 25, 2007
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The Accomack Northampton Planning District Commission (A-NPDC) voted to allocate ½ the cost of managing the Broadband Planning Grants from their general funds and to request ½ of the cost of managing the Broadband Planning Grants from your respective County and Towns as follows :

	County of Accomack	Town of Chincoteague	Town of Exmore	Totals
Project Management Costs	\$11,402	\$11,402	\$11,402	\$34,206
DHCD & local donations	<u>-2,666</u>	<u>-2,666</u>	<u>-2,666</u>	<u>- 8,000</u>
Unfunded Mgmt. Costs	\$ 8,736	\$ 8,736	\$ 8,736	\$ 26,206
Request of ½ from localities	\$ 4,368	\$ 4,368	\$ 4,368	\$ 13,104

Thank you for the opportunity to request this funding. I will be available to answer any questions concerning this request at your convenience.

Best regards,



Paul F. Berge
Executive Director

cc: The Honorable Gregory Duncan, Chairman
The Honorable Andrew Barbour, Vice Chairman

CHINCOTEAGUE RECREATION & CONVENTION CENTER AUTHORITY
MINUTES
January 15, 2007

Members Present:

Mr. Bill Chrisman, Chairman
Hon. Nancy Conklin
Mr. Bill Fallon
Mr. Bill McComb
Mr. Steve Potts

Staff Present:

Therese Hamilton, Director

Others Present:

Mr. Michael Ward, HVAC Consultant

Chairman Chrisman called the meeting to order at 3:00 pm.

1. Approval of Minutes of the November 20 and December 18, 2006 Meetings. Mr. McComb motioned, seconded by Mr. Fallon, to approve the minutes as presented. The motion was unanimously approved.

2. Treasurer's Report. Mr. Potts read the report. Mr. McComb motioned, seconded by Mr. Potts, to approve the Treasurer's Report. The motion was unanimously approved.

3. Heating and Air Conditioning Consultant. Director Hamilton introduced Mr. Ward and explained that she has asked Mr. Ward to review the problems that the Center has had with the heating and air conditioning system. Mr. Ward introduced himself and explained his experience. He stated that during his inspection so far, he noticed that the system automation is malfunctioning therefore causing other mechanical problems. Mrs. Conklin asked Mr. Ward if he would be able to get parts for the system, and Mr. Ward responded that he could. Mr. Ward also described several other problems he has found with the system and the previous service repairs. The members recommended having a meeting with the Trane representative and Mr. Ward at the next Authority meeting to have questions answered about the Center's system.

4. Director's Report. Director Hamilton reported that the Center lost money on the Debby Boone Christmas Show. She stated that she was considering the Gatlin Brothers for next year's Christmas Show at a cost of \$25,000. The members suggested that she solicit more sponsorship to help defray the cost of the show.

Director Hamilton stated that she has written a thank you to Mrs. Wanda Thornton for her help with the Center, and especially the septic upgrade permit, and requested that the members review the article so that she can put it in the paper. Mr. Fallon motioned, seconded by Mr. Potts, to approve the article and to authorize Director Hamilton to place it in the newspaper. The motion was unanimously approved.

Director Hamilton stated that the mailing for the Spring Craft Show has recently been sent out. She asked if she could take vacation from April 6-17, 2007, which is during the Craft Show. She assured the members that staff can handle the event without her. It was the consensus of the Authority to allow Director Hamilton to take her vacation on the days mentioned.

Director Hamilton reported that the Irish show, The Celtic Concert in the Green, is scheduled for March 17. She added that the event is free and includes music and dancing.

Director Hamilton asked if Mardi Gras was going to be cancelled this year. The members responded that it should be cancelled this year due to the lack of sponsorship and the decrease in past ticket sales. Director Hamilton read a press release that she has written explaining the cancellation of the event this year. Mr. McComb motioned, seconded by Mr. Potts, to place the press release in the newspaper. The motion was unanimously approved.

Director Hamilton informed that the Center is out of brochures and that she has received a quote from Eastern Shore Printers. The members asked her to get an additional quote for 2,000 brochures to see if the cost will be reduced.

Director Hamilton stated that she was concerned that the recycle and solid waste containers are so close to the building. She was informed that the containers will only be there temporarily.

Director Hamilton listed some of the recent events held at the Center as well as several upcoming events.

5. New Business. Mr. McComb mentioned that the website needs to be updated.

In the last meeting, Mrs. Conklin asked about advertising in the Metropolitan Magazine. Mr. Potts recommended that others in the community be included in the ad, such as local bed and breakfasts, caterers, photographers, etc., to help defray some of the Center's cost of the ad. Director Hamilton stated that she was currently working on this project.

Adjournment

Chairman Chrisman announced that the next meeting will be on February 20, 2007. Mr. McComb motioned, seconded by Chairman Chrisman, to adjourn the meeting. The motion was unanimously approved.

Recreation and Community Enhancement Committee Meeting
8 March 2007
MINUTES

Members Present

Hon. Anita W. Speidel, Chairwoman

Hon. Ellen W. Richardson

Mr. Bob Conklin

Mr. Jack Van Dame

Mr. Robert Ritter, Town Manager

Mr. Mike Cosby, Public Works Director

Mr. Kenny Lewis, Building & Zoning Administrator

Members Absent

Hon. David Ross

Mr. Gene Wayne Taylor

Call to Order.

Chairwoman Speidel called the meeting to order at 5:30 p.m.

Agenda Adoption.

Mr. Conklin motioned, seconded by Mrs. Richardson, to adopt the agenda. The motion was unanimously approved.

1. Playground Equipment at Veterans' Memorial Park.

Mr. Ritter recommended that the new equipment be ADA-compliant. Mr. Conklin suggested that the Committee go to the park and make some recommendations after looking at the current equipment. Mr. Van Dame recommended prioritizing equipment replacement based on risk factor. Chairwoman Speidel suggested that a playground equipment vendor be invited to the next meeting.

2. Establish a Plan for the Park across from the High School.

Mr. Ritter asked what the intent of the property was. Mr. Conklin responded that the plan for the property was to make it a kayak park with a floating dock. It was the consensus of the Committee to keep the property as natural as possible. Mr. Van Dame suggested inviting a kayak group to the next meeting to receive comments. Chairwoman Speidel asked if staff could research the cost of placing new picnic tables at the park. Mr. Lewis recommended naming the park and placing a sign there for the public's benefit. Mr. Conklin suggested that the property could possibly be used for a dog park.

3. Walk-Through for Proposed Extended Nature Trail on Hallie Whealton Smith Drive.

There was a brief discussion as to why the trail should be extended. The Committee decided to do a walk-through of the property across from the Island Nature Trail on Saturday, March 17 at 10:00 am with a rain date of March 31.

4. Establish a Spring Clean-up and Fix-up Week.

Mr. Ritter explained that cleanups have been done in the past and that it would be a good idea to set aside a certain week every year for the cleanup. He recommended that this year's cleanup week be April 28 through May 5. Mr. Cosby recommended that the cleanup be advertised such that the discarded articles must be separated by category (i.e. brush, appliances, etc.).

5. Alternative Ways to Screen Surrounding Items in Residential and Commercial Districts.

Chairwoman Speidel stated that it was recommended that the Committee consider alternative ways to aesthetically screen items on properties. Mr. Lewis explained that the Planning Commission and Board of Zoning Appeals had suggested that fence heights be allowed to be extended to six feet toward the front of the house to enable property owners to screen items in their yards. He further explained that if that was allowed, it is important to regulate the distance from the front of the property line to avoid blocking the site triangle at intersections.

It was the consensus of the Committee to look around the Island for areas needing improvement and enhancement and to report their findings at the next meeting.

6. Committee Member Comments.

Mr. Cosby suggested having a part-time position for parks and recreation to cover the days when the current parks and recreation employee is not working and to assist in these types of projects. Chairwoman Speidel asked if Mr. Cosby was going to make the recommendation to the Budget and Personnel Committee, and he responded that he was.

Adjournment.

Mr. Conklin motioned, seconded by Mrs. Richardson, to adjourn the meeting. The motion was unanimously approved.

Public Works Committee Meeting
March 13, 2007
MINUTES

Chairman Wolffe called the meeting to order at 5:30 pm.

Present: Hon. Glenn Wolffe, Chairman
 Hon. John Tarr
 Hon. Terry Howard

 Mr. Michael Cosby
 Mr. Robert Ritter
 Mr. Ray Rosenberger
 Ms. Nancy Conklin
 Ms. Ellen Richardson
 Mr. Jack Van Dame
 Mr. Jared Anderson

Public Participation – None.

Mr. Wolffe motioned to adopt the agenda, which was seconded by Mr. Tarr. The motion was approved.

1. Director's report. Mr. Cosby answered questions about the status of several projects, including the aquifer testing, modifications to Well 8 and mosquito control. We are waiting for the DEQ to review the updated plans for the aquifer test. Are working with Whitman Requardt to address the VDH issues with Well 8, and will start larvaciding and re-establish our contract for aerial mosquito sprays in the near future.
2. Bad debt write-offs for Water Department. Mr. Cosby stated that most of the debt recently written off was the result of problems with the collection of final bills. The committee discussed alternatives and suggested that we notify closing attorneys and real estate agents that these balances must be paid prior to the transfer of the account to a new owner. Mr. Cosby stated that he would begin this process.
3. Preliminary budget discussions. Mr. Cosby briefly outlined a few of the possible projects for the coming budget year and invited the committee and Town Council members to provide comments and suggestions.
4. Status of ground water storage tank roof repair award. Mr. Cosby stated that the award notification has been distributed and signed by both parties and that the contract should be signed in the next few days. The contractor has already begun the fabrication process and expects to have workers on-site this weekend. The pre-construction meeting is scheduled for Monday, March 19.

5. Possible lease of mooring space at the Town Dock. Mr. Cosby asked for guidance from the committee as to whether we should pursue leasing this space this year. The committee discussed several options and decided to table this issue until the next meeting. Mr. Cosby agreed to review the last contract and speak to our Harbormaster about possible drawbacks prior to the April meeting.
6. Mr. Cosby announced the addition of three Public Works employees – Mr. Keith Sharpley as Mechanic and Mr. Harry Clay Bunting and Mr. Gary Taylor as part-time seasonal Mosquito Control Technicians.
7. Committee Member Comments – Mr. Howard expressed concern with the condition of the unused building beside pump house 3 on the Mainland. Mr. Cosby agreed that they were in very poor condition but that budget constraints were a problem in this case.

Mr. Tarr moved to adjourn the meeting at 6:20 pm. Mr. Howard seconded and the motion was approved.

The next meeting is scheduled for Tuesday, April 10, 2007 at 5:30 pm.

MINUTES OF THE MARCH 14, 2007 HARBOR COMMITTEE

Members Present

Terry Howard, Chairman
David Ross, Councilman
Ernie Bowden
Mike Handforth
Wayne Merritt, Harbor Master

Others Present

Robert Ritter, Town Manager

Call to Order.

Chairman Howard called the meeting to order at 7:34 pm.

Agenda Adoption.

Mr. Bowden moved, seconded by Mr. Handforth, to adopt the agenda. The motion was unanimously approved.

1. Harbor Master Update (Wayne Merritt).

Harbor Master Merritt reported that the Harbor has been quiet for the last few weeks due to the lack of fish and all of the current regulations in place. He added that the scallop boats have left and that subleasing has dropped off. Mr. Merritt informed that the ladders have been received for the Harbor and that they will be installed in the five areas that were shown on the phase II drawings of the Harbor. He stated that the new parking signs are in and will be going up in the next few weeks. He also stated that the water will be turned on in a couple of weeks and that the dredging for the Harbor will occur in the fall. Mr. Merritt reported that a group of Eagle Scouts planted some shrubbery near the boat ramp, placed a couple of new benches at the Harbor, and relocated the plaque. It was suggested that a letter be sent to them and that they be presented a certificate of recognition for their hard work.

2. Leasing Challenges.

There was a discussion regarding the problem that there are several slip holders that do not currently have a boat to put in their slip, but that are "leasing" a boat from someone else so that the other person [the actual boat owner] can use their slip. In addition that other person [the actual boat owner] is paying the original slip holder's yearly lease amount so that they have a place to put their boat. Mr. Bowden made a motion, seconded by Mr. Handforth, to recommend that Council consider the following policy at the next Council meeting: "If you are the owner of a boat slip and you lease a boat, the slip owner shall be the operator of the boat, or at a minimum, the slip owner shall be on the boat. The boat owner may operate the leased boat under certain circumstances such as maintenance, repairs, or if bad weather conditions occur, subsequent to the approval of the Harbor Master". The motion was unanimously approved.

3. Leasing Payment Deficiencies.

Slip numbers 58 and 66 have not paid their FY '07 lease to date; they are to be paid by July 1 of each year, and they have ten days thereafter before a 10% penalty is applied. The Committee recommended that the Harbor Master send a certified letter to the two slip holders to let them know that they have thirty days to pay for their slips and that if payment is not received within thirty days, then their slip will be reassigned.

4. Boat Lift Potential.

Gateway Marine of Cambridge, Maryland has expressed interest in placing a travel lift at the Harbor. The Town showed interest in placing a lift at the Harbor about three years ago. The Committee requested that staff gather the information discussed at prior meetings regarding boat lifts and present the information, including any comments from Town Attorney Poulson, at the next Committee meeting. Mr. Bowden added that he will invite Gateway Marine to the next meeting as well.

5. Potential Marine Refueling Possibilities.

Mr. Merritt explained that he has many requests for a refueling site at the Harbor and felt that having a site operated by a vendor was a great idea. The Committee recommended that staff research the matter with other communities that currently have refueling facilities (i.e. Cape Charles) and report the results at a future meeting.

6. Committee Member Comments.

Mr. Bowden asked about the status of the breakwater permit. He was told that Mr. Gerald Tracy had asked for more information and that that information had recently been given to him. Mr. Handforth asked if the carcasses of the tuna fish could be picked up more often at the cleaning table because of the smell. Mr. Merritt explained that the trash was being picked up twice a week, that two carcasses could fill up the trash container and that he was bleaching the table a few times a week.

7. Adjournment.

Chairman Howard announced that the next meeting will be on April 11, 2007 at 7:30 pm. Mr. Bowden moved, seconded by Mr. Handforth, to adjourn the meeting at 8:49 pm. The motion was unanimously approved.

PROPOSED
NEW
“HARBOR POLICY”

“If you are the owner of a boat slip and you lease a boat, the slip owner shall be the operator of the boat, or at a minimum, the slip owner shall be on the boat. The boat owner may operate the leased boat under certain circumstances such as maintenance, repairs, or if bad weather conditions occur, subsequent to the approval of the Harbor Master”.

**MINUTES OF THE MARCH 20, 2007
BUDGET AND PERSONNEL COMMITTEE MEETING**

Members Present

Nancy B. Conklin, Chairwoman

Glenn B. Wolffe

Anita W. Speidel

1. Call to Order.

Chairwoman Conklin called the meeting to order at 5 p.m.

2. Agenda Adoption.

Chairwoman Conklin asked that Public Participation be at the top of the agenda and that Committee Member Comments be included at the end.

Councilman Wolffe asked that a number 7 be added for a report on meeting with the Chincoteague Volunteer Fire Company.

Vice Mayor Speidel moved, seconded by Councilman Wolffe to adopt the agenda as corrected. The motion was unanimously approved.

3. Request from The Chincoteague Volunteer Fire Company for Additional Staffing of Emergency Medical Personnel.

The Town received a request from the Chincoteague Volunteer Fire Company for 2 additional emergency medical personnel so that ambulance service could be staffed 24 hours per day with one person 7 days per week. They have also requested that ambulance service be staffed with 2 people on the 8 a.m. to 5 p.m. shift Monday through Friday.

Staff met with representatives of the Fire Company on Thursday, March 15th and Mayor Tarr, Councilman Wolffe and Mrs. Hipple met with the Fire Company on Monday, March 19th.

Councilman Wolffe explained that the Fire Company is having trouble getting volunteers to respond on ambulance calls and the number of calls being handled by rescue squads of the Island is increasing. The Fire Company has come to the Town seeking assistance with the problem. Through many of the discussions, it was felt that if the Town was procuring funding to add additional staff for this purpose, they should be trained rather than just drivers. There has been no question as to the need for this service; the question is how to fund it. The two additional trained staff members have been estimated at \$95,000 to \$100,000 including benefits. Do we have the money within the budget to fund this? Staff feels that we do not without an additional source of revenue. So we need an additional source of revenue. We can not charge for ambulance service because the Fire Company charges for ambulance service since it is their equipment. We raise money

through taxes and fees. This leaves us with a possible tax increase to fund the additional staff. The Town is not allowed to charge an EMS tax by the Code of Virginia. Certainly, if the Town had to impose a property tax increase to fund this additional staffing, the additional revenue could be earmarked for this. It appears that it will take approximately \$0.025 per \$100 of assessed value to fund. If the Town were to decide to fund the additional personnel we could be facing a \$0.03 tax increase. The Fire Company was asked for support if the tax increase is necessary.

Councilman Wolffe moved, seconded by Vice Mayor Speidel to recommend to Council that the Town hire and fund two additional emergency medical personnel. The motion was unanimously approved.

2. Changes in Auditing Standards for Fiscal Year '07.

Our Auditor, Robinson, Farmer, Cox, has notified the Town that beginning with FY'07's audit new requirements have been imposed in the manner in which the Town's audit will be conducted. These new standards require the Town to accept full responsibility for complete and accurate books, financial statements, and internal controls. In the past, our auditor has completed all accounting schedules and the financial statements including adjusting entries. The new standards put the responsibility for this work on the Town. The auditor will review/audit prepared schedules and financial statements. In smaller jurisdictions such as the Town there are issues of segregation of duties, i.e. complete review of payroll documents, segregation of bank statement reconciliation from check writing, segregation of receiving money vs. invoice approval and check writing.

Mr. Jack VanDame spoke on this issue and stated that the knowledge and understanding necessary to comply with these changes are not outside the capability and knowledge of the current staff. We need to have a one-on-one meeting with the auditor to figure out just what we need to do for compliance.

The committee discussed this matter at length and staff will need to contact our auditor for additional detailed information on implementation of these new procedures.

3. New Software Implementation Update.

Harris Computers has installed several of the programs which we purchased under our contract. Training has begun. Staff is working extremely hard to get the new software online. Accounts payable checks are now being written on the new software. Water bills for April will be issued using the new software. Receipts are now being entered in the new software and payroll will be run on the new software this week.

4. Consider New Position Description for the Public Works Department.

Mr. Mike Cosby stated our Waterworks Technician position is compensated at salary grades 10-13. This position requires the possession of an appropriate license, which involves testing as well as at least six months experience. A number of applicants were interviewed last year and a viable candidate was not found. Mr. Cosby believes that moving the salary grades to 12-15 would help attract candidates with greater potential for a position that demands significant study and commitment. At this proposed starting

salary rates, over the course of a year this would increase the salary and benefit costs for this position by \$2,849, not including pump duty.

Mr. Cosby continued that he would like to add a Waterworks Trainee job description to our employee handbook. Currently, we use the Laborer job description, which is generic in nature, for this waterworks position. Mr. Cosby did not propose an increase in the number of employees but in the future would like to use this position as on-the-job training for Waterworks Technicians. The new job description covers the same tasks as that of the Waterworks Technician but with reduced experience, skill and licensing requirements. The new job description will remain at the current Laborer pay rate, grades 7-9 and the Laborer job description could still be used if it is appropriate to the situation. Public Works is exploring the possibilities of a Virginia Department of Labor and Industry apprenticeship program which would offer high school students the opportunity to be employed while finishing school. The new job description would fit the apprenticeship program well.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel to recommend to Council a change in the Employee Handbook that changes the Waterworks Technician grades to 12-15 and the Waterworks Trainee job description at grades 7-9 be added. The motion was unanimously approved.

5. Consider New Position Description for the Police Department.

Chief Edward Lewis presented a job description for an Office Assistant/Telecommunicator. Currently, there is an opening for a fulltime Telecommunicator, but Chief Lewis would like the Town to consider this new job description before filling this position. This new position would relieve current staff from perform these clerical duties. This would be at the same rate as a telecommunicator. There would be no additional expense to the Town. This position would report to the Chief of Police.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel to recommend the Office Assistant/Telecommunicator position description to Council. The motion was unanimously approved.

6. Consider a One Time Donation to the Island Library Building Fund.

Mayor Tarr had asked that the Town consider a one time donation to the Island Library Building Fund. Mayor Tarr did not mention a dollar figure, but would like to see a donation made to this worthwhile cause as they are promoting our culture and history. The Committee would like to include a donation in the Fiscal Year '08 budget.

7. Adjournment.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel to adjourn the meeting. The motion was unanimously approved.

WATERWORKS TRAINEE

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate semiskilled and skilled work on a variety of construction, maintenance and repair projects and in the operation of the town water system; operates specialized equipment in connection with tasks; does related work as required. Work is performed under regular supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing a variety of skilled and semiskilled tasks in the construction, maintenance and repair of public facilities such as water lines, drainways and sidewalks; performing routine tasks in the operation of the water system; operating heavy equipment.

Installs, repairs and maintains water lines; makes water taps and service connections; installs water meters; reads water meters;

Repairs drainage facilities; installs new drainage facilities;

Repairs sidewalks; picks up bulk trash and brush; pours and finishes concrete;

Chlorinates water system; takes water samples and conducts routine tests;

Tests water meters; terminates water service; investigates customer complaints;

Locates water lines under Miss Utility program;

Backwashes filters; inspects and repairs equipment;

Takes readings of water pumped into distribution system;

Sets water pumps to maintain proper flow;

Flushes, paints and maintains hydrants;

Assists with snow and ice removal;

Performs tasks associated with street, drainway, sidewalk, parks, and rights-of-way maintenance and repair work; patches asphalt, lays pipe, grades ditches, mows grass and clears rights-of-way;

Operates trucks, tractor, mower, backhoe, roller and various hand tools in performance of tasks;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of the use, operation and preventative maintenance of the equipment to which assigned; Thorough knowledge of safety practices required in use of equipment and performance of tasks; ability to understand and follow oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to lift heavy articles; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in performance of construction and maintenance work. Education and experience requirements may be waived if applicant is enrolled in an established apprenticeship program.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of an appropriate Waterworks Operator license issued by the Commonwealth of Virginia within one year of initial eligibility.

OFFICE ASSISTANT/TELECOMMUNICATOR

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate clerical work in a variety of office assistance tasks requiring a qualified typist; does related work as required. Performs intermediate technical work dispatching law enforcement, fire, rescue and other equipment and personnel usually in response to emergency situations; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data; operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Typing correspondence; receiving payments; answering telephone; greeting the public; maintaining records and files. Receiving, classifying, processing and dispatching emergency service calls utilizing E-911 and computer aided dispatch systems; receiving, recording and forwarding non-emergency service calls; preparing and maintaining computerized and other record and files. Specific duties are but not limited to:

- Make officer's court schedules
- Updating local government cable access channel
- Keeping tint meter calibrations current
- Keeping noise meter calibrations current
- Maintain office files
- Maintain supply of department forms
- Maintain office supplies
- Enter case reports from officers
- Enter traffic summons information from officers
- Enter court results
- Enter parking tickets
- Maintain record of paid & unpaid parking tickets
- Enter warning tickets
- Track & deposit boat ramp tickets money from fines & sale of stickers
- Track & deposit parking ticket money
- Maintain security check/special patrol sheet

Maintain current Officer & Dispatcher information sheet
Maintain street light survey
Maintain employee information in HERMAN (software program)
Complete monthly statistical reports on officer activity
Order supplies & equipment as requested
Prepare weekly news release
Prepare correspondence as requested
Maintain officer & dispatcher training files
Assist as requested with grant documentation
Transcribe notes from audio recordings as requested
Receive law enforcement, fire, rescue and related service requests and calls
Operate radios, telephone switchboard, alarm systems, recording devices and computer terminals
Dispatches emergency equipment and personnel where and when needed
Receives complaints in person or by phone
Receives and transmits messages by radio and maintains radio log
Operates teletype machine and tele-computer terminals on VCIN/NCIC Networks
Takes telephone calls concerning complaints, passes information on to appropriate units and makes record of calls
Types and files reports and records
Assist with training new employees
Works varying shifts and flexible schedules
Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures and office assistance techniques; some knowledge of business English, spelling and arithmetic; ability to make accurate arithmetic calculations; ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; skill in the operation of standard office and word processing equipment. General knowledge of the methods of operating the communications system; general knowledge of radio and teletype procedures; general knowledge of the geography of the Town and location of important buildings.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some clerical experience.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain DCJS, VCIN/NCIC and CPR certifications within one (1) year of employment.

To: Mayor & Town Council
From: Kenny Lewis & Gene W. Taylor
Subject: Deed of Vacation
Date: March 16, 2007

Please consider placing on your April 2, 2007 agenda a request to vacate a property line in the "Pine Ridge Development" off of Ridge Road.

The vacation of the lot line will be for the placement of a single family dwelling that will extend across the lot line between Lot 10 and Lot 11.

The residences located across the street from this property, which are in this subdivision, have been constructed across the lot lines (prior to zoning) in lieu of the required vacation of lot lines.

To prevent any confusion on this matter it is hereby requested to comply with state law and conduct a proper "Deed of Vacation".

The notice has been advertised in 2 consecutive publications with the Eastern Shore News on March 21, 2007 and March 24, 2007 with a mandatory 6 days space between the last advertisement and the hearing.

Your consideration in this matter is appreciated.

THIS DEED OF VACATION is made this ____ day of _____, 2007 by Gene Wayne Taylor, party of the first part, to be referred to as "Grantor" and Grantee" for indexing purposes.

The Grantor hereby, agree and request the vacation of a certain plat of survey situated in the Town of Chincoteague entitled " Pine Ridge Development, Property of Mrs. Josephine Anne Shelley Located on Chincoteague Island, Accomack County, Virginia" dated August 30, 1952 made by J. B. Gibb, C.S., to show Lots 2,6,7,10,11,38,46,47,52,53,54,58,59 and 62, said plat being recorded in the Clerk's Office of the Circuit Court of Accomack County, Virginia in Plat Book 8, page 85, reference to said plat being hereby made for a more particular description of the herein conveyed property, and in which subdivision the property line dividing Lot 10 and Lot 11 of the " Pine Ridge Development, Property of Mrs. Josephine Anne Shelley Located on Chincoteague Island, Accomack County, Virginia" be vacated.

WHEREAS, the basis of said vacation is at the request of owner of said lots for the purpose of construction of a single family dwelling.

NOW THEREFORE BE IT ORDAINED :

1. That the property line between Lot 10 and Lot 11 of the entitled " Pine Ridge Development, Property of Mrs. Josephine Anne Shelley Located on Chincoteague Island, Accomack County, Virginia" dated August 30, 1952 made by J. B. Gibb, C.S., to show Lots ,6,7,10,11,38,46,47,52,53,54,58,59 and 62, said plat being recorded in the Clerk's Office of the Circuit Court of Accomack County, Virginia in Plat Book 8, page 85 be vacated.
2. That a certified copy of the vacation be recorded in the Clerk's Office of the Circuit Court of Accomack County, Virginia.

WITNESS the following signature and seal:

_____(SEAL)
Gene Wayne Taylor

STATE OF _____
COUNTY/CITY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____ 2007, by Gene Wayne Taylor.

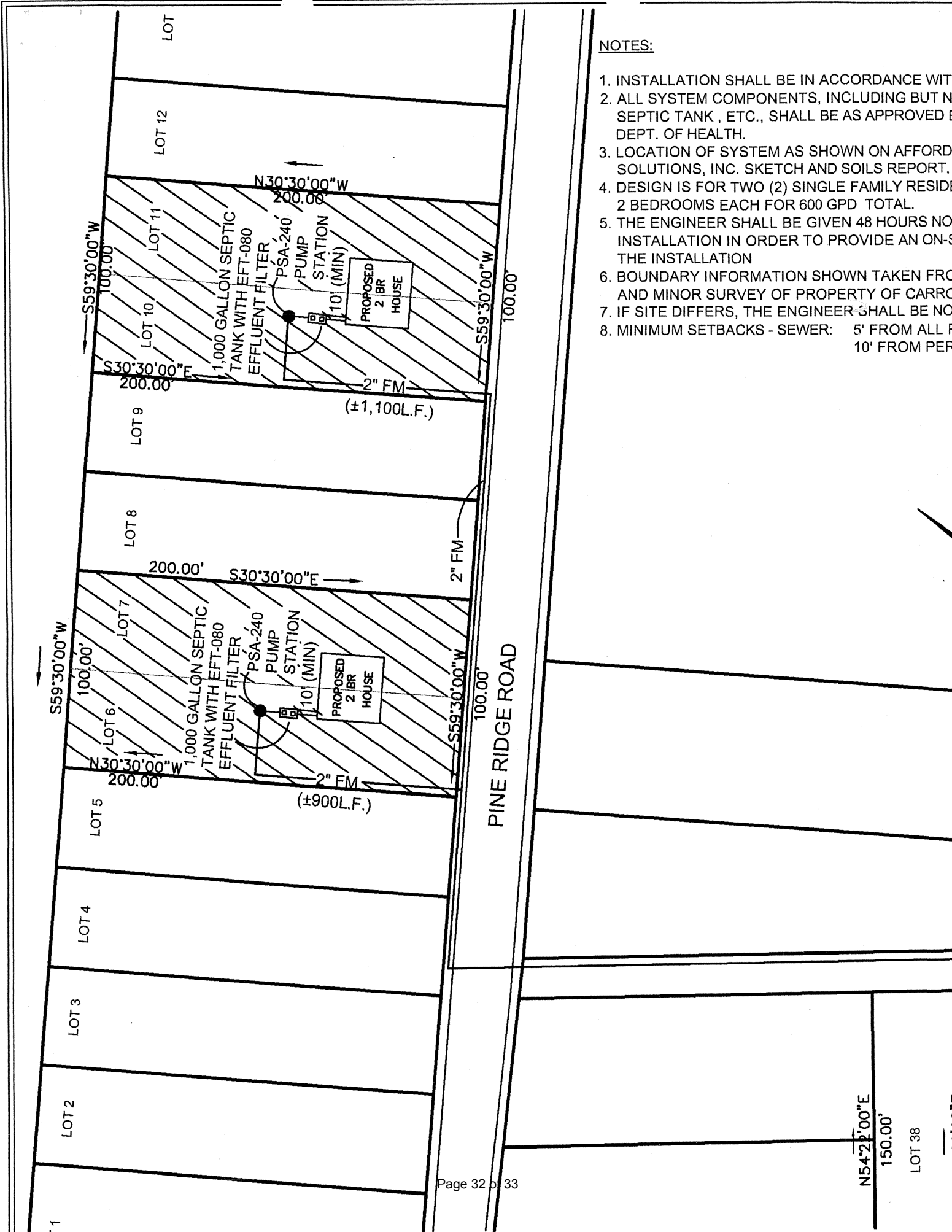
Notary Public _____

My commission expires:_____

STATE OF _____
COUNTY/CITY OF _____

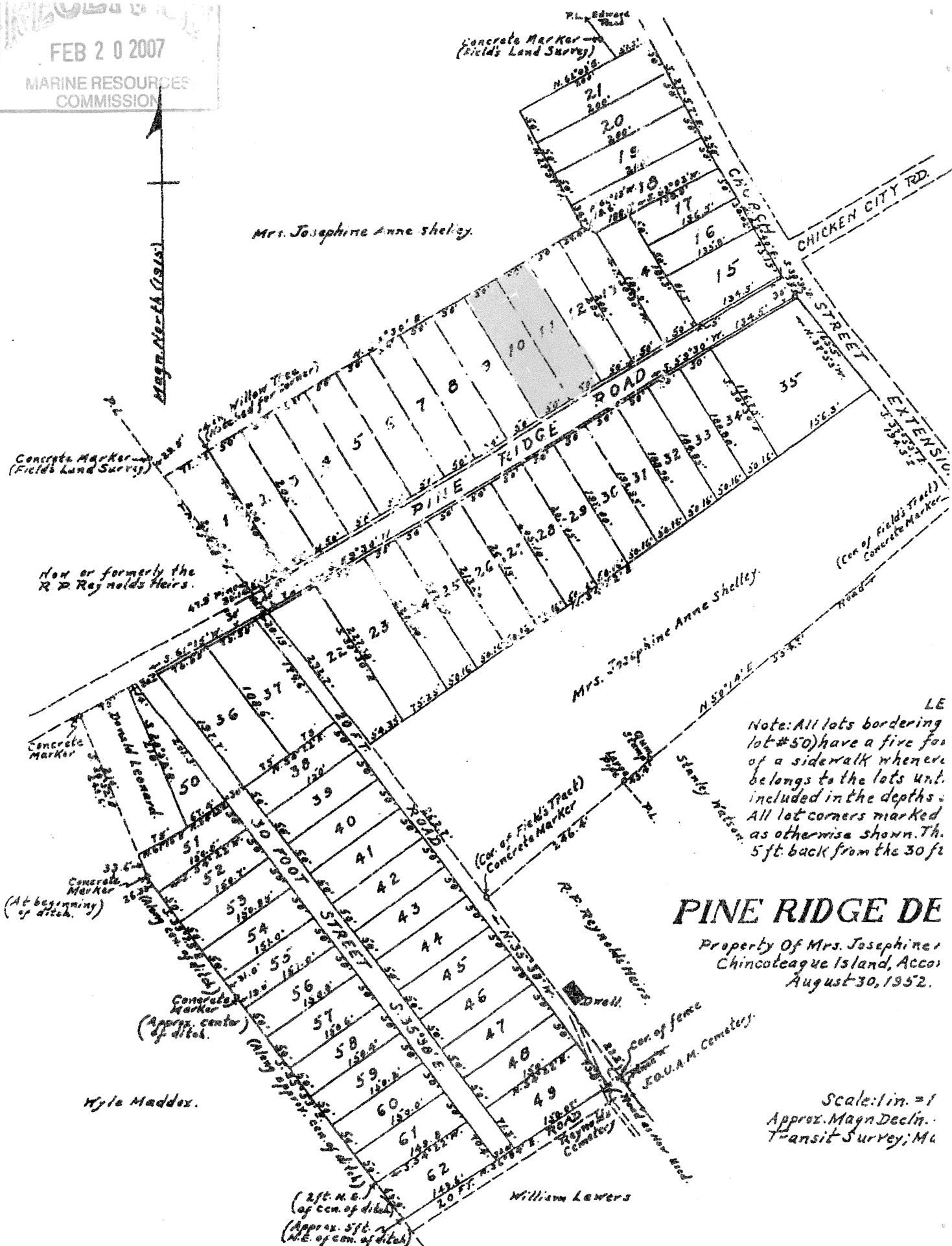
NOTES:

1. INSTALLATION SHALL BE IN ACCORDANCE WITH
2. ALL SYSTEM COMPONENTS, INCLUDING BUT NOT LIMITED TO SEPTIC TANK, ETC., SHALL BE AS APPROVED BY THE DEPT. OF HEALTH.
3. LOCATION OF SYSTEM AS SHOWN ON AFFORDABLE HOUSING SOLUTIONS, INC. SKETCH AND SOILS REPORT.
4. DESIGN IS FOR TWO (2) SINGLE FAMILY RESIDENTS WITH 2 BEDROOMS EACH FOR 600 GPD TOTAL.
5. THE ENGINEER SHALL BE GIVEN 48 HOURS NOTICE FOR INSTALLATION IN ORDER TO PROVIDE AN ON-SITE SUPERVISOR DURING THE INSTALLATION
6. BOUNDARY INFORMATION SHOWN TAKEN FROM RECORD MAP AND MINOR SURVEY OF PROPERTY OF CARRC
7. IF SITE DIFFERS, THE ENGINEER SHALL BE NOTIFIED
8. MINIMUM SETBACKS - SEWER: 5' FROM ALL LOTS
10' FROM PINE RIDGE ROAD



FEB 20 2007

MARINE RESOURCES
COMMISSION



PINE RIDGE DE

Property Of Mrs. Josephine
Chincoague Island, Acca
August 30, 1952.

Scale: 1 in. = 100 ft.
Approx. Magn. Declin.
Transit Survey, Ma